

# Guidance for Collaboration Between Correspondence Schools and Brick/Mortar Host Schools for the ACT In-School College- or Career-Readiness Assessment (CCRA)

The expectation of the Department of Education & Early Development is that local brick/mortar schools will work with correspondence schools to ensure all students have the opportunity to take the CCRA.

**PLEASE NOTE:** There are deadlines included in this outline that are quickly approaching.

<b>Correspondence School Responsibilities</b>	<b>Host School Responsibilities</b> (A host school is a brick/mortar school which is administering the test to a student who is NOT enrolled at that school)
<b>September 1-December 9, 2014</b> Contact the local host school to request assistance with administering the ACT In-School test to correspondence school students. <ul style="list-style-type: none"> <li>provide accurate numbers of students</li> </ul>	<b>At time request is made:</b> If necessary, request assistance from the correspondence schools (e.g. proctors) if the number of students being hosted exceeds their capacity (this number depends on the number of students/staff at the site)
<b>December 12</b> <b>Provide complete list of student names and AKSID numbers to the host school</b>	Verify receipt of student list
	<b>January 6-13</b> <b>ACT Enrollment Confirmation Window:</b> Provide total number of students (enrolled students + hosted students) to ACT (online process)
	<b>February 2-6, 2015</b> Host school receives the Non-Secure Materials shipment from ACT <ul style="list-style-type: none"> <li>Barcodes               <ul style="list-style-type: none"> <li>There will be no barcode for a Statewide Correspondence Student</li> </ul> </li> <li>Answer Documents               <ul style="list-style-type: none"> <li>This is what students bubble during the Pre-Test Session (see below).</li> </ul> </li> <li>“Taking the ACT”               <ul style="list-style-type: none"> <li>This document has the questions that students then bubble into the Answer Document.</li> </ul> </li> <li>ACT State &amp; District Testing Administration Manual</li> </ul>

	<ul style="list-style-type: none"> <li>○ This is for the host school's reference.</li> </ul>
<p>After receiving information from the host school, correspondence schools will communicate with students regarding the pre-test session date/time.</p> <p>The pre-test is required.</p>	<p><b>February 3-9, 2015</b></p> <p>After the host school receives the Non-Secure Materials, the host school will contact the Statewide Correspondence School with the date/time of the Pre-Test Session.</p>
<p><b>February 3-9, 2015</b></p> <p>The Statewide Correspondence School district must provide the High School Code to the host school to ensure proper bubbling.</p>	<p><b>Date determined by Host School</b></p> <p>During the Pre-Test Registration Session, the student and the host school/district must ensure that the Statewide Correspondence School student's High School Code is accurately bubbled in Block K of the Answer Document.</p> <ul style="list-style-type: none"> <li>• Instructions for Block K are on Page 18 of the ACT State &amp; District Testing Administration Manual.</li> </ul>